

# LEARN TO LEAD



PRE-NURSERY TO O'LEVEL  
SINCE 1998



Cambridge Assessment  
International Education

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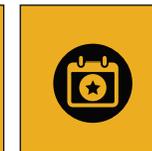
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# Meet The Campus Head



Welcome to Schola Nova! I am extremely proud to have been given the opportunity to lead such an institution, one that is amongst some of the most leading schools in the country.

Founded in 1998, Schola Nova has come a long way from its humble beginnings. Much of our success as an educational institution can be attributed to our greatest strength, which is our emphasis on putting the needs of our students first. This vision is reflected in virtually everything that we do; be it our teaching methods inside and outside the classroom, students' extra-curricular activities or even the school's continually growing relationship with our students' parents. We believe that teachers, parents and students together can play a role in ensuring future success in both the professional as well as personal avenues of students' lives. This is why we provide them with an environment that not only stresses on academic excellence but which also encourages students to tap into their inherent abilities and talents and freely practice whatever brings them joy.

This is the reason why so many of our students have gone on to make successful careers in their chosen fields while also becoming an inspiration for their peers. Their examples have only made our resolve stronger. Each year, we revise our strategy to ensure that our students are given the best possible education, one that instills them with leadership qualities, confidence and a willingness to help others. Our teachers here are extremely competent and well-versed in the art of teaching while our state-of-the-art curriculum provides a wholesome learning experience.

We are delighted to welcome you to this institution and hope that your journey with us will be highly memorable.

**RUBINA NAEEM**

PRINCIPAL



## Our Philosophy

Here at Schola Nova, we adhere to the triangle of responsibility. In order to ensure that our students get the most out of their education as well as develop a mindset that is conducive to both their academic and personal growth, we have developed a philosophy that promotes a shared responsibility between students, their parents and their teachers. This facilitates effective communication along with a collaborated effort towards a common goal – the benefit of the child.

# Life At Schola Nova

Every day here at Schola Nova is seen as an opportunity to learn new and exciting things. Students arrive at school eager to benefit from the experiences of their teachers and their academic teachings as well as enjoy the company of their friends and classmates.

Each morning begins with the recitation of a few verses from the Holy Quran followed by the singing of the National Anthem. Occasionally, students will be shown a presentation on a trending topic related to either science, history or linguistics.

As a way of educating students about important events that have taken place in history as well as dates meant to raise awareness about significant issues, Schola Nova encourages its students to participate in various events and occasions. Students are also motivated to engage in a variety of extra-curricular activities in order to help develop and cultivate their inherent abilities and talents outside the classroom.



# LIFE AT SCHOLA NOVA

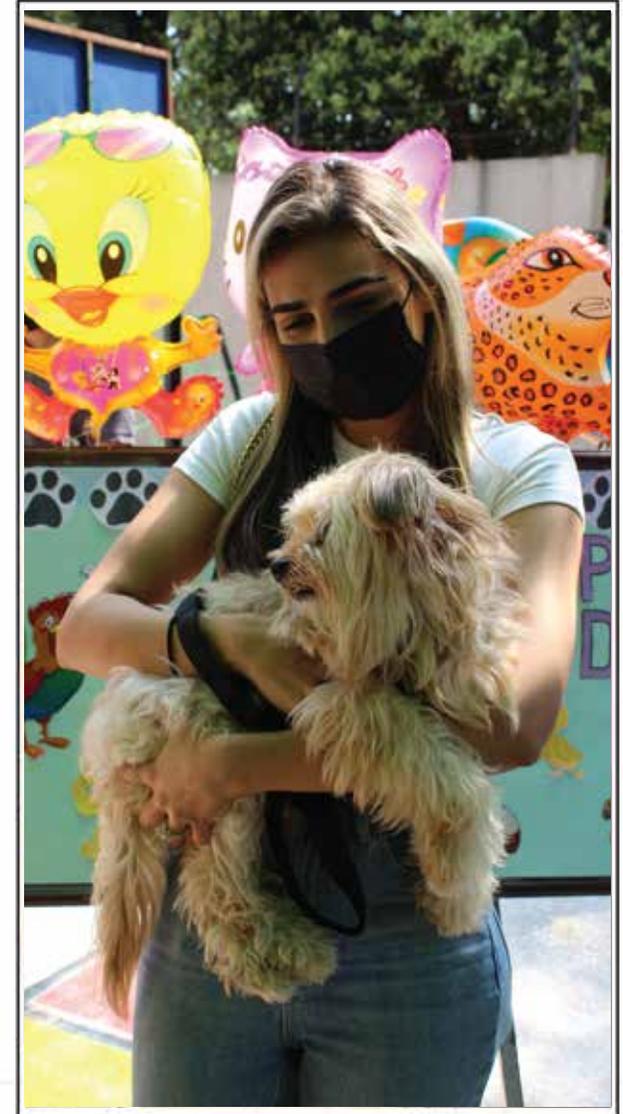
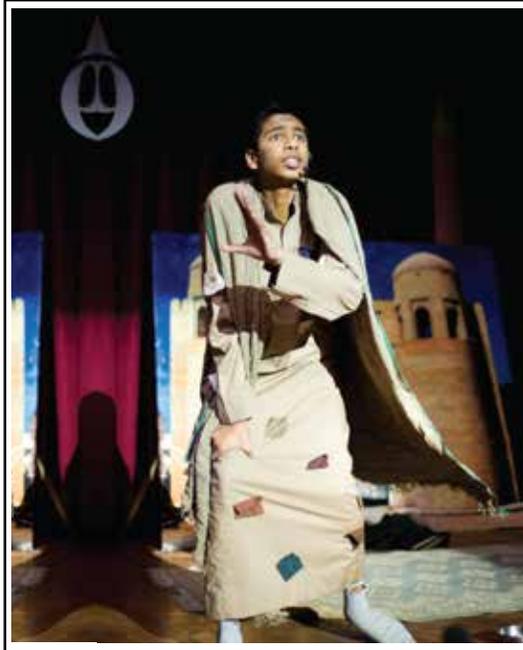


STUDYING

I LOVE **STUDYING**  
AT **SCHOLA NOVA**  
I LEARN SOMETHING NEW EVERYDAY!



EVERYDAY





## **O'Levels: 2 year Preparatory Program**

Apart from integrating academically sound theory with real-world examples, Schola Nova's O'Level program adopts a proactive approach towards preparing students for their O'Level examinations. Students are introduced to the subjects of Islamiyat and Pakistan Studies earlier on and are made familiar with the IGCSE pattern prior to their formal introduction to O'Levels. The benefit of this approach is that, once they start their O'Levels, students can focus primarily on their electives (which they may choose from a wide range of subjects on offer) and can use the time they have to better understand them.

### **Grade 5 – 7**

These are students' preparatory years during which they are beginning to figure out their fields of interests. Schola Nova's goal at this time is to provide a comprehensive introduction to and understanding of various fundamental subjects. This is done via one-on-one guidance from teachers. The curriculum is designed to give insight on trending issues and industry-specific topics and activities are regularly arranged to encourage students to demonstrate their creativity and understanding of the subjects taught. Students are also encouraged to pursue and participate in extra-curricular activities such as sports and music.

# **Academic Programs**



## Grade 1 – 4

Schola Nova's Junior Branch runs independently of the Senior School and thus follows a method of studies that places greater significance on the cultivation of creativity and intelligence from an early age. Regular activities along with special events are arranged to work on the creative expression of students. Moreover, the faculty is highly trained and ensures inclusive learning. A strong parent-teacher relationship is also maintained on a regular basis.



## Pre-School

Schola Nova Pre-school strives to provide the highest quality education and care in which children can play, flourish and grow. We have a team of experienced and dedicated teachers who provide opportunities for all children so that they can fully develop their potentials as individuals and face future challenges confidently. Individual support is available to any child who requires extra help. This ensures that every child has the space, encouragement and expert assistance they need to reach their full potential.



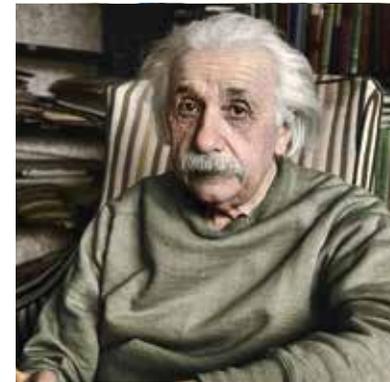
## Bill Gates

The first five years have so much to do with how the next 80 turn out.



## Albert Einstein

Education is what remains after one has forgotten what one learnt in school.



PASSION

**SCHOLA NOVA**

GIVES ME THE **CONFIDENCE**  
TO FOLLOW MY **PASSION** AND  
**INSPIRES** ME TO **WORK**  
**HARD** AND **ACHIEVE** MY  
**DREAMS**

DREAMS

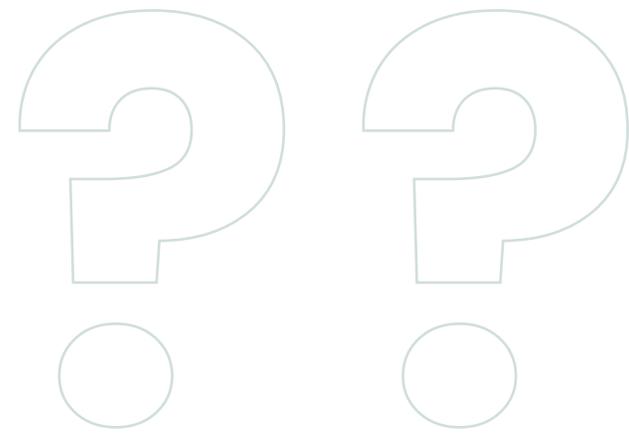
# Faculty

Our faculty works as a single unit; one that works closely not just with our students but also with their parents. Attention is paid to one-on-one counseling and academic guidance along with proper assessment which is done on the basis of relevant criteria and that is tailored to students' needs.

All of our faculty members have years of experience teaching in a variety of learning environments and are dedicated towards helping students reach their full potential. As part of Schola Nova's continued commitment towards helping students grow, all teachers are required to participate in regular trainings and workshops that are designed to develop valuable mentoring skills as well as educate them on relevant teaching methods that can be used within the classroom.







**WHY SCHOLA NOVA?**



WHY

# STEAM

All subjects' curricula are designed to ensure the inculcation of all STEAM education prerequisites. STEAM Education is an approach to learning that uses Science, Technology, Engineering, the Arts and Mathematics as access points for guiding student inquiry, dialogue and critical thinking. It is revised every year so that new and innovative techniques of teaching combined with latest developments within a certain field are regularly introduced within the overall scheme of studies for various classes. Experimentation, verification, and discussion are continuously employed along with application of the course content in order to clearly elucidate the concepts being introduced.



## LABS

All science and computer related subjects consist of visits to the lab so that students are able to see practical demonstrations of what has been discussed in class. The lab visits are also meant to educate students on the importance of maintaining lab etiquette, the use of safety precautions as well the proper way of conducting experiments, obtaining results and drawing conclusions. Each course is designed to allow for as much experimentation as possible, thus facilitating the learning of students.

# LIVING BEYOND BORDERS

Foreign language classes are offered to students from grades 5 - 7 to inculcate acceptance and appreciation of other cultures. These are formative years, thus providing students with an opportunity to learn another language helps them increase and broaden their level of learning. The curriculum has been meticulously well-designed and is taught using a step-by-step approach. Previously the French Language was taught currently we have the Turkish Language.



## SIGN LANGUAGE

In keeping with Schola Nova's aim of creating an environment that is conducive towards inclusive learning, tolerance and understanding, Sign Language has been made an integral part of the school's curriculum and is taught to students on a regular basis. This is done not only to ensure that they have an added skill but to also encourage them to use that skill to help others, while simultaneously developing significant levels of tolerance, compassion and understanding for differently abled people. The curriculum is well-designed and ensures that the students grasp the gestures that make up this language.

# ART

Grades 1 – 7 have regular art classes where they work on various projects and are introduced to numerous art techniques. This provides a chance for students to express themselves in a creative and innovative manner.



# Music

Grades 1 – 8 have music classes that also encourage the creative expression of students and allows them to expand their skill set even further. Music classes encourage group activity and thus teach students to work together and encourage one another as they pursue their talents and passions.

# Smart Boards

All O' Level classes have smart boards, a testament to the school's objective of ensuring the proper integration of the STEAM Education model within their curriculum. Through the smart boards, they are shown videos, diagrams and various resources that further elucidate the subject matter.



# Inclusive Learning

Schola Nova is highly committed towards ensuring an environment geared towards inclusive learning. All students are given one-on-one attention and encourage to integrate with the rest of the class, thus making sure that no student is left behind. This approach also extends to extra-curricular activities.



# Air-Conditioned Classrooms

To ensure that students remain comfortable in class and are provided an environment that is conducive towards learning and instruction, each class is equipped with a fully-functioning A.C.

# Tutorials/Remedials

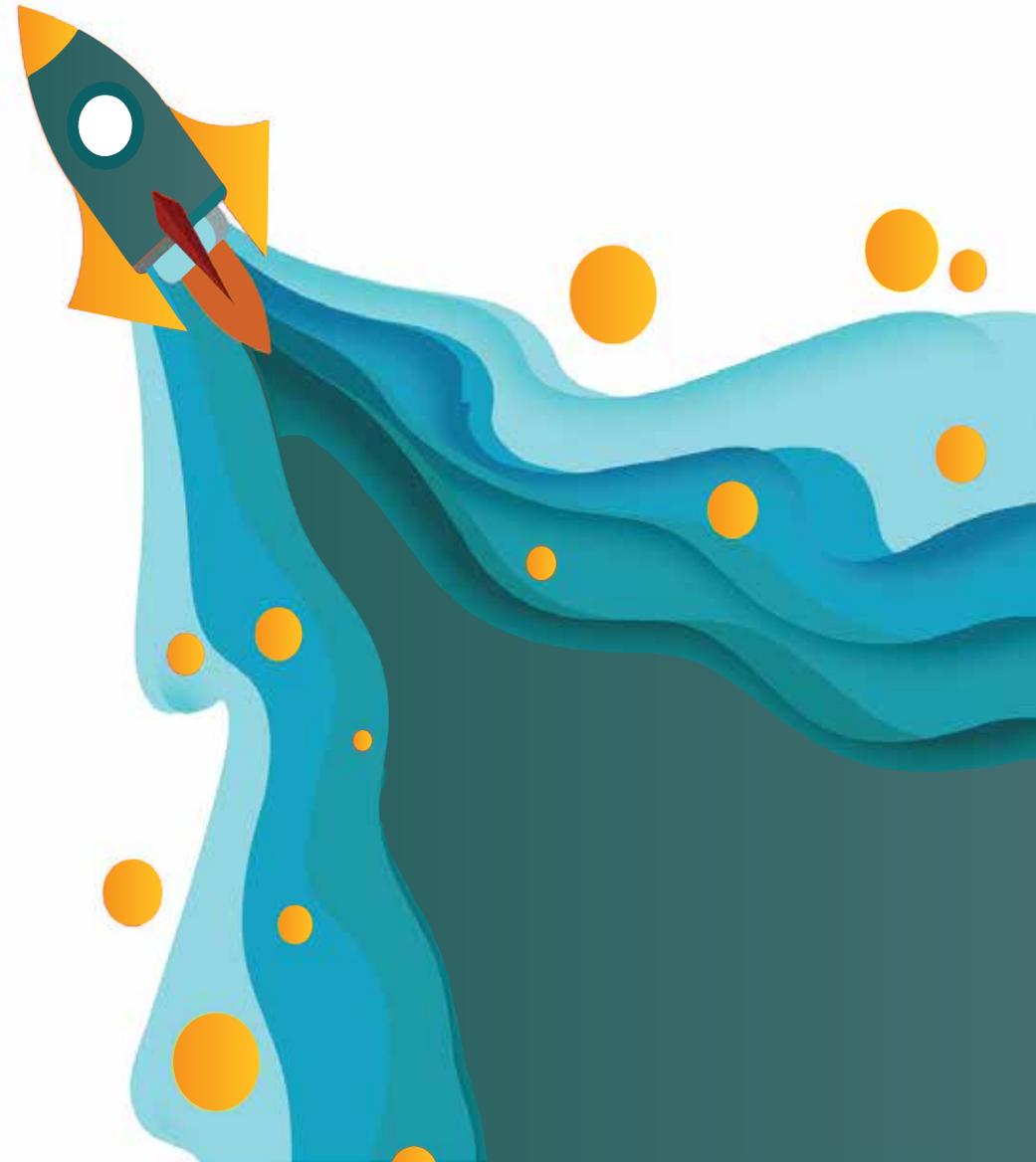
Struggling or weak students are given extra attention through special remedial classes that are arranged after school so as to ensure that they can come up to speed along with their peers and follow instructions in class.



## Study Skills Worksheets

Elaborate revisions are carried out before all examinations. These comprise of specially designed worksheets that are given to students on a periodical basis. Students are given a chance to go over any topic that they might have struggled with during the year. Also, these worksheets help students get more accustomed to and comfortable with the paper pattern of their chosen subjects. Thus, these revision worksheets help prepare and train students for their final exams.

# Extra-curricular Activities

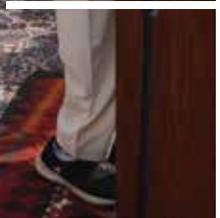


# Sports

All grades are required to have Physical Education classes. They are allowed to choose from an assortment of sports and play in teams. Students who show a particular interest and talent in a given sport are encouraged to become a part of the school's sport teams and engage in inter-school matches. All students are constantly mentored by their P.E. instructors.



ANNUAL  
COMPETITI  
ly and Hon



# Dialectics

Inter-school dialectic competitions are held on a regular basis and students are encouraged to participate. Those students who display a certain level of interest or talent are given proper training in public speaking and are mentored by the school alumni.

# Monthly Bakesale

A Bakesale is organized on the last Friday of every month at the school. The class in charge of organizing the Bakesale is randomly selected after which they work together as a unit to arrange the event. Students are taught organization and financial responsibility through this fun activity.



# Student Council

Schola Nova's Student Council comprises of a body of individuals who are elected yearly and who work to establish a responsible interaction between faculty and their students. Nominated students are encouraged to campaign for their proposed positions and students get to vote for them during elections. Not only is this a fun activity that involves the entire school, it also inculcates important leadership and organizational skills within students.



## Annual Night

This is an elaborate arrangement that encourages students from both the Junior Branch as well as the Senior Branch to showcase their talents. Preparations are done well before the event with teachers mentoring students as they prepare for their performances. Parents are also invited to the event as a way of participating in their child's creative expression.

# SCHOOL CODE OF CONDUCT

We recognize that proper behavior is essential to the development of responsible and self-disciplined citizens and to the operation of an effective school system. Proper behavior must always and simply be based on three principles: respect for oneself, respect for the worth and dignity of others and respect for one's own and others' property. Good conduct is not only a matter of observing a list of rules but also a matter of care, sensitivity, good example and involvement in the school as a community.

- Treat schoolmates, staff, teachers, parents and other guests with respect.
- Treat others as you wish to be treated.
- Use good manners.
- Respect people's personal space.
- Refrain from teasing, calling people names and using putdowns.
- Follow teacher's directions promptly and politely.
- Speak softly and in English only during School hours.
- Be a good sport and a peacemaker.
- Use polite language - offensive, hurtful or profane
- Treat school equipment with respect.
- Leave an area as tidy as or tidier than it was when you arrived.

- Deal with conflict in a peaceful way - fighting is not permitted. Get help from an adult to solve the problem if necessary. Violent acts - headlocks, wrestling, play fighting, pushing, shoving, tripping, spitting, pinching, biting, kicking, throwing things at people and hitting are not permitted.
- Weapons of any kind are prohibited on school premises and students who are found with knives or other dangerous objects will also be subject to severe disciplinary action. Also violent toys or dangerous articles are not to be brought onto school property.
- Unless they are participating in a supervised activity, students should arrive at school between 7:30 and 7:50 a.m. and leave by 2:40 p.m. Playground activities are not supervised before 8:30am or after 2:00pm Monday to Thursday & 12:40 pm on Friday.
- Cell Phones and digital Cameras are not allowed inside the school premises. Students are expected to submit them to the coordinator upon arrival and take them back at dismissal. Punitive action against violators will be taken (refer to the "Fee Structure" sheet).
- Possession of drugs, tobacco, on school premises or at any school function off the school premises is strictly prohibited. Offenses of this nature will be taken very seriously and could result in expulsion or suspension.
- Student shall attend school clean and tidy in person, and shall refrain from wearing hair styles, clothes, footwear, jewelry and other articles of personal adornment that are, by reason of extreme styling, a distraction to the student himself/herself or his/her fellow students, or that are otherwise adverse to effective teaching in his/her class. These standards and regulations of dress shall apply equally to male and female students.
- It is expected that all award holders will maintain a minimum academic standard, barring which their scholarship will be revoked.
- Curtail Facebook activity. Underage Facebook users are getting exposed to some extremely inappropriate material causing a long lasting harm.

Students may be suspended from School for the following reasons:

(a) because a student is willfully disobedient to a teacher or to any other employee carrying out responsibilities

OR

(b) because the behavior of the student has a harmful effect on the character of other students.



## Margaret Mead

Never Doubt that a small group of thoughtful, committed people can change the world. Indeed. It is the only thing that ever has.



# **POLICIES & DISCIPLINARY GUIDELINES**

## **ROLE OF THE PARENTS**

Parents and students are requested to read this document carefully to fully understand the general rules and policies governing the School system. The primary right and duty to educate, rests with the parents. At home, more than any other place, parents teach by their example, reverence for Allah and respect for the dignity of others. They are also tremendously influential in cultivating among their children the virtues of love, respect, justice, generosity, loyalty, diligence and honesty which are essential to their living.

## **DISMISSAL**

Parents are responsible to pick up their children at dismissal time. In extraordinary circumstances, if a parent or guardian is unable to pick up a student arrangements must be made with the School management in advance.



# SCHOOL SCHEDULE

Student should be in school by 7:45 AM, go directly to the classroom, unpack and come out for the assembly. Preschool timings are as follows. Play group and Nursery: 9:00 – 12:00, Kindergarten: 8:30 – 12:30 and Transition: 8:30 – 1:00, Grades I – X: 7:45 – 2:00 (Certain classes of O Level may continue to 3 o'clock.) Students arriving late will be fined @ Rs 25/- per day. (Refer to billing & payments)

Classes begin at 8:00AM. Chronic late comers will not be allowed to take classes, instead they will be sent home.

Regular dismissal time is 2: 00 PM and 12: 40 PM on Fridays. Students are accompanied to the dismissal area by a teacher and parents are to wait at the gate. For safety and security no parent is allowed to take a child from the dismissal line before the announcement of his/her name.

# ATTENDANCE

Regularity of attendance and punctuality are important in the academic progress of the child and in his or her character training. Removing the child from school for an extra vacation during school time should be given very serious consideration by the parents. Teachers are not able to anticipate absence nor can they practically make up for the missed work with the students. Please note that we will not be able to take retests as retesting means taking a child out of the class (at the cost of class work) make him/her take a test in an environment which is not conducive to the class environment. Experience tells us that re-testing is a futile exercise which does not benefit a student – in fact it inculcates laziness and indiscipline.

The school office should be notified by the parent if a student is to be absent that day. A written excuse from the parent of an absent student must be presented to the teacher when the student returns to school. These become part of the attendance file.

No student may leave school during a school day unless accompanied by a parent or guardian who must report to the school office. In the case of a student's illness while in school, the school will call the telephone number listed under the "Emergency Contact Column". If the nature of the emergency requires immediate medical attention, the principal or the teacher has the authority to take the student to a nearby hospital for first aid. If there are any changes in the "Emergency Contact", the parent or guardian is responsible to notify the school in writing immediately. It is the responsibility of the parents to notify the school of any change in their address and contact numbers.

# DRESS CODE

Wearing a uniform is a sign of identification with the school community of Schola Nova. By wearing a uniform, students show pride in their school and exhibit respect for their person by dressing in a dignified manner. The uniform also helps to reduce competition in dress as a result of contemporary styles. Student should arrive at and leave school in full uniform.

Boys Hair length may not exceed collar length. All hair must be kept clean and neat. Fad or engraved hairstyles are not permitted.

Jewelry is not permitted, except that girls may wear one pair of post earrings, no hoops or dangles.

Positively NO Make-Up or Nail-Polish is permitted during school hours.

School Shoes black, non-skid are required. No sandals, clogs or loafers. Heels on shoes are not to be more than one inch in height.

# SCHOOL UNIFORM

The following is the standard Schola Nova has accepted from Grade I to O levels:

Summer:		Winter:	
Boys:	Girls:	Boys:	Girls:
Trousers/shorts, black belt, T-shirts, black socks, black shoes, track suit for sports	Shalwar kameez, waist coat, skirts, T-shirts or blouse, white socks, black shoes, track suit for sports.	Schola Nova shirts, black high-neck, black sweaters, jackets, trousers, black belt, black socks, black shoes, black gloves and scarf, track suit for sports	Shalwar kameez, black high-neck, black sweater, jacket, skirts, blouse, black socks or black leggings/tights, black shoes, black hair band, black gloves/scarf, track suit for sports.

# SCHOLARSHIPS

25% fee concession on monthly basis will be granted to students obtaining and maintaining 90% result in all academic evaluations. It is expected that all award holders will maintain a minimum academic standard, barring which their scholarship will be revoked. Scholarships are also awarded for excellence in sports and other extracurricular activities.

# SOCIAL NETWORKING

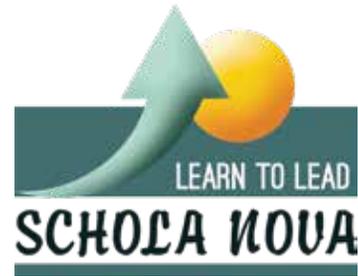
Underage Face book users are getting exposed to some extremely inappropriate material causing a long lasting harm. Please curtail your face book activity.

# DISCIPLINE

One of the most important aspects of education is discipline which should eventually be internalized. Discipline is the training that develops self-control, orderliness, efficiency and character. Educators and parents agree Schools need discipline. That's why the staff at Schola Nova supports a school discipline policy which is consistent and fair. When there are no rules, people do not know what is expected of them. Students should follow rules in school so that:

- School is a safe and a pleasant place for everyone.
- Students learn to follow rules - and there will always be rules to follow throughout life.
- Those who want to learn will have the chance.

Basic to all discipline is the principle of respect - respect for one's self, for others and for all.



**Website:** [Scholanova.edu.pk](http://Scholanova.edu.pk) **Instagram:** Scholanovaschool **Facebook:** ScholaNova.Islamabad

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